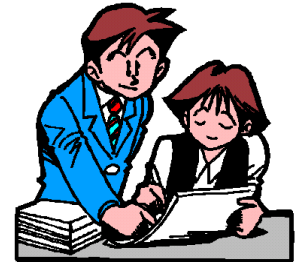# NOAA CAMS
INTEGRATED TRAVEL MANAGER DISPATCH

January 10, 2001

The Travel Manager Default Form

We have received a number of calls from Integrated Travel Manager (ITM) users asking if we could explain the Travel Manager Default Form.

"Travel Manager Default" form is a generic term used to describe both the Travel Authorization and the Travel Voucher. The default forms are designed and maintained by Gelco, as part of the standard Travel Manager product. The Travel Manager Default form is not really a form, it is a report. As a report, a travel document can increase in size (number of pages) based on the length of the trip and the number of expenses selected on that trip.

At a minimum, a default form (report) consists of the header record which appears at the top of each page, the detailed data pertaining to that specific document, the signature block, and the Accounting Detail Page.

When printed, the default travel authorization and default voucher are in someways similar (Traveler Information, detailed data). However, they each also have their own distinctive features. For example:

•   the default authorization contains additional authorizations and justifications, and the advance (check, cash, ATM) calculation

•   the default voucher contains the Ticketed Transportation detail, the traveler's certification, and the Split Pay Disbursement detail.

The Header Record on the default forms may reflect the Print Date, the Document Type (Travel Authorization, Travel Voucher, or Local Voucher), Page Title (Accounting Detail), the filename, Authorization Number and/or Traveler's SSN. This can vary depending upon the document type and page number.

The remainder of the form consists of data <u>entered by the user</u>, <u>selected from a pick list</u>, <u>pulled in from another Travel Manager Table</u>, or <u>calculated by the system</u> for the specific document.

Data <u>entered by the end-user</u> or <u>selected from a pick list</u> consists of the Trip Dates, Per Diem Locations, Expenses, Ticketed Transportation, Accounting Classification Codes, etc.

An example of data <u>pulled in from a Travel Manager Table</u> is the per diem rates.

Data <u>calculated by the system</u> includes the per diem amounts for the first and last date of a trip or any of the totals reflected on the form.

The Signature Block is simply the block located on the first page where the Traveler (voucher only), Requesting Official (authorization only), and Approving Official sign the travel document.

The Accounting Detail Page contains a break down of travel expenses by Accounting Classification Code and Expense Category (lodging, M&IE, other travel, etc.). This information is used by the Finance Office. This page also includes the Split Pay Disbursement section. We have received numerous calls about this section.

The Split Pay Disbursement section suggests that a portion of my reimbursement is going to be sent directly to the charge card vendor.   Is this true?

No, we will not send a portion of your reimbursement directly to the charge card vendor. The truth is we don't have the ability to split a payment at this time. Travelers can be assured they will receive the full Net to Traveler amount shown.

So, if we can't split a disbursement why do we print it on the form?

We do not have the option of turning off the printing of this section. Let me explain why. Gelco maintains the Travel Manager default forms to meet the needs of all clients. Gelco clients can choose to use these default forms <u>as designed</u>, or clients can contract Gelco to design and maintain a customized form for their use. We found having a customized form to be costly to create and maintain, which is why we chose to use the Travel Manager Default form.

Since you may find some of the information shown in this section useful, we would like to explain how to read the Split Pay Disbursement section. This section can be broken down into three parts:

The first part reflects the total overall cost of the trip (Total Expenses) and then breaks down the total costs to show the total amount of expenses that are non-reimbursable. (i.e., Air fare when charged to the agency charge card is a non-reimbursable expense.) The non-reimbursable total is then subtracted from the total cost of the trip resulting in the total amount that is reimbursable to the traveler (Total Amount Claimed).

The second part reflects the total cash or check advance received by the traveler and the total advance amount that is being applied against this voucher. (ATM advances charged against your Government Charge card are not considered a cash advance.) The system will deduct the Gov't. Advance Applied amount from the Total Amount Claimed which results in the net amount due the traveler (Net to Traveler).

The third part breaks down the Net to Traveler amount to show what portion is due the traveler and which portion is due the charge card vendor. This is for the traveler's information only since we do not have the ability to reimburse the charge card vendor directly. Therefore, the traveler is responsible for reimbursing the vendor.
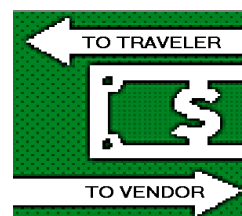
Why does Actual Lodging appear near the bottom of the General Itinerary (Section 4) of the Travel Authorization?

This has to due with how the form is designed. As we stated above, we don't have the option of changing the layout of this form. But let me expand on this issue.

When examining the TM default authorization, we found that an entry will appear at the bottom of the General Itinerary section whenever Actual Lodging, Actual Meals, Annual Leave, or Other leave is selected on an authorization. The Actual Lodging and Actual Meals entries reflect the date actual expenses were authorized, as well as, the maximum amount allowed (300%). The Annual Leave and Other Leave entries reflect the date the leave was to have taken place, the type of leave taken and the number of hours of leave.

We also examined the TM default voucher and found that when Actual Lodging and/or Actual Meals is selected, this information will appear at the bottom of the Subsistence and Other Reimbursable Expenses section. However, when Annual Leave, or Other leave is selected, that information is not reflected that section. In fact, leave does not appear on the voucher at all unless entered in the Comments section by the end-user.

Our preference would be to have the Actual Lodging, Actual Meals, Annual Leave, and Other leave included in the Subsistence and Other Reimbursable Expenses section on both the default authorization and default voucher. We have submitted this proposed enhancement to Gelco.